

**APPLICATION
CERTIFICATE OF APPROPRIATENESS
NEWPORT HISTORIC PRESERVATION COMMISSION**

Any exterior alterations, new construction, or demolition in The East Row, York Street Local, Monmouth Street District or at a landmark site must first be approved by the Newport Historic Preservation Commission or its staff. The proposed plans will receive a detailed review to ensure the changes are in compliance with the *Newport Historic District Design Review Guidelines* prior to issuance of a Certificate of Appropriateness (COA). There is no charge to obtain a COA.

You will need to provide the following information when you submit your application:

NEW CONSTRUCTION

Scaled Drawings
Site Plan
Photographs
Material List

ADDITIONS/ALTERATIONS

Photographs
Scaled Drawings
Material List

SIGNS

Scaled Drawings
Location of Sign on Property
Photographs
Width of Building
Lot Frontage

DEMOLITION

See Preservation Specialist for list of required documentation

PAINT

Paint Chips or Paint Samples/Examples
Submit most recent pictures of property and location to be painted.

The COA application will be reviewed by the Newport Historic Preservation Commission (NHPC) or its staff. If the application is in compliance with the *East Row Historic District Design Review Guidelines*, then staff can approve the application. Staff approves most applications within a few working days.

If the application is not in compliance with the *Newport Historic District Design Review Guidelines*, the application will be referred to the NHPC for a hearing.

The NHPC is made up of seven residents of Newport who have a strong interest in historic preservation. The NHPC generally meets on the fourth Wednesday of the month at 6:00 p.m. in the City of Newport Municipal Complex, First Floor Multi-Purpose Room, 998 Monmouth Street, Newport. The completed application must be submitted no later than fourteen (14) days prior to the scheduled meeting.

It may also be necessary to apply for a building or zoning permit. The *Newport Historic District Design Review Guidelines*, as well as copies of this application, are available at the City of Newport Municipal Complex, Second Floor, or online at www.newportky.gov.

City of Newport
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